

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **PROBATION DIRECTOR II**

Jurisdictional Class: **Competitive**

Date Adopted: **2/2006**

Date Revised:

Jurisdictions: **County**

Union Status: **Exempt**

Pay Grade:

DISTINGUISHING FEATURES OF THE CLASS: The duties of this class involves responsibility for planning, organizing and directing the activities of a probation agency having a professional staff of between six (6) and thirty-five (35) probation officers at various levels and a number of clerical and administrative employees. A Probation Director II is responsible for providing and maintaining effective probation services in accordance with established laws and regulations and receives general supervision and assistance from the State Division of Probation. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans and supervises the activities of a probation agency;

Assigns and supervises the work of probation officers in the performance of intake work, investigations, and probation supervision;

Confers with probation officers in the review and analysis of case records and investigations;

Works closely with and builds cooperative working relationships with judges, court personnel, attorneys, police, educational and social agencies, and other concerned with the activities of the agency;

Trains probation officers through review and critique of work and by use of other in-service training methods; Speaks to community groups about the work of the agency and, in other ways, disseminates information to the public;

Develops and implements processes for intake, investigation, report preparation, case record-keeping, probation supervision, and declarations of delinquency;

Supervises maintenance of clerical and financial records, and prepares budgets and reports.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of modern management principles and practices;

Thorough knowledge of principles underlying human behavior, growth and development;

Thorough knowledge of investigative, interviewing, case recording, and report preparation techniques as applied to probation work;

Thorough knowledge of current trends and developments in the fields of probation and correction;

Thorough knowledge of functions and procedures of courts involved with the agency;

Thorough knowledge of laws and regulations pertaining to probation work;

Thorough knowledge of community organization principles and practices;

Ability to gain the confidence and cooperation of others;

Emotional maturity;

Resourcefulness and initiative.

MINIMUM QUALIFICATIONS:

OPEN COMPETITIVE: Four (4) years experience as a probation officer. Graduate work in social work, law, public administration, criminal justice, sociology, or related field may be substituted for such experience on a year for year basis up to a maximum of two (2) years.

PROMOTIONAL:

Three (4) years of permanent service as Senior Probation Officer; OR two (2) years of permanent service as a Probation Supervisor.

Last Reviewed: n/a

Last Updated: n/a

Reviewed By: n/a

Last Reallocated: n/a

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SPECIAL REQUIREMENT: This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.